GRACE NETWORKS

Introduction
and
Users Manual

The **GRACE NETWORKS** are *"social networks"* - interactive websites - visitors to these sites generate the website content. Visitors can add multimedia, add a discussion topic, or comment on a discussion topic.

On the internet, the term "static website" means a website that provides information but does not allow visitors to add their own interaction. The term *"Web 2.0"* is used to refer to the new "interactive" internet, versus the *"Web 1.0"* that did not allow interaction.

So what does this jargon mean?

Web 2.0 technologies serve as an emerging platform for building organic, interconnected relationships that serves both people and organizations. For people, Web 2.0 can be casual and entertaining; for organizations, it can help build dynamic infrastructures – vital to change, progress, and growth. What's the difference between Web 1.0 and Web 2.0? Web 2.0 may be considered as a modern upgrade from Web 1.O internet technology. Web 1.0 is <u>one-way communications</u>; whereas, Web 2.0 is <u>two-way communications</u>. This modern upgrade has enormous impact on the way people use the internet. The World Wide Web is being transformed from an information highway… to a virtual, interactive community for people to connect; to regularly gather and interact; to collaborate and share information online. Social networks are an exciting way to connect people and build healthy relationships.

The **Grace Networks** give us revolutionary new ways to connect, collaborate, and build community – using the internet as a powerful tool. Our sites become interactive "gathering places" where people meet and share common interest.

Grace Church *Inclusion Service Discovery Gratitude*

CONTENTS:

GENERAL

This manual is written with the focus on the **User**.   **Network Administrator** and **Group Administrator** functions are documented in a separate manual.

GRACE NETWORKS

Alive & Virtual	http://aliveandvirtual.ning.com
Alive & Well	http://aliveandwellatgrace.ning.com
Being Graced	http://beinggraced.ning.com
Bishop's Committee	http://gracebc.ning.com
Earth & Spirit	http://earthandspirit.ning.com
GEMs at Grace	http://gematgrace.ning.com
Kids Happen!	http://kidshappen.ning.com
Men of Grace	http://gracemen.ning.com
Grace Outreach	http://graceoutreach.ning.com
Recession & Grace	http://recessionandgrace.ning.com
Rite 13	http://rite13atgrace.ning.com

Grace Church *Inclusion Service Discovery Gratitude*

GETTING STARTED

ACCEPTING AN INVITATION

The Invitation link. Invitations are sent via email and contain a link for you to click in order to create your Grace Networks account and join the community.

Creating your account. When you click on that link, you will be taken to a **Sign-In / Sign-Up** screen where you will create your account log in (email address) and password. By default, the email address to which the invitation was sent will be displayed in the email address box. *[Note: If you already have a Ning account, you can log in with that account - with just one Ning account you can join as many network communities as you want.]*

If you want to change the email address that is displayed there to an address you use more frequently, that is fine. You also have the option to change the email address later if you want. The important thing to remember is that you will be using this email address to log in to the system again later, and if you forget your password, this is the address to which your password reminder will be sent. The email address you use here is also the address where any email notifications from the network community will be sent.

Creating your profile. After you have entered your email and password information, you will be taken to a screen where you can start to create your profile. When you are done, click on the big **JOIN** button at the bottom of the screen, and you will be taken to the **Home** page for your network community.

MY PAGE – Your Personal Profile

When you first go to your Profile page (**My Page**), you will see a text box where you can add text, images, links - whatever you want! Just click on **Edit** to get started.

You can follow the instructions for adding text, images, and links just like for blog posts.

In addition to being able to create their own profile from the questions you selected in the setup process, users also have access to:

- Personal privacy settings for each photo, blog post or video that they post to the network
- Their own message center, which has the capability of importing an external address book
- The ability to invite friends to join your network

CUSTOMIZING THE MY PAGE PROFILE

MyPage. Start by clicking on the My Page tab in order to access your Profile page.

Edit Profile Settings. Click on the Settings link below your Name on the right side of the page. The **My Settings** page will display a menu on the left side of the page that will allow you to modify your Profile information, set your Privacy preferences, and the Email Notifications settings.

Email Notifications. Use these settings to define the events and activities for which you'll received email notification. When any of these events occur, you'll receive an email message sent to your login email account notifying you of the event and the member(s) involved.

My Settings

Profile
Privacy
Email
My Page

Email
What network activity do you want to receive an email notification for?
Network Messages
- ☑ Messages sent to me
- ☑ Messages sent to groups I belong to
- ☑ Messages sent to my events
- ☑ Messages sent to the whole network
- ☑ Messages sent to multiple recipients
- ☑ Alerts sent via Apps

Member Activity
- ☑ Friend requests
- ☑ Group invitations
- ☑ Event invitations
- ☑ People that I've invited to join this network
- ☑ I have new comments to approve
- ☑ Comments on photos or videos I add
- ☑ I have new network content to approve
- ☑ I have new members to approve
- ☑ Feedback and problem reports

Following Discussions, Blog Posts, and Groups
- ☑ Discussions and blog posts I add
- ☐ Discussions and blog posts I reply to
- ☑ Groups I join
  - ☐ Notify me when a new member joins

Clear My Follow List
If you click 'Clear My Follow List', you will stop following all discussions, blog posts, and groups that you're currently following.

- ☐ I don't want to receive emails from Alive & Virtual

Save

Edit Latest Activity. One of the first things you may want to do to clean up your Profile page is to control the display of the **Latest Activity**, since it takes up a lot of space on the page. Click on the **Edit** button in the upper right-hand corner of the box, and then set the display to the number that best suits you. Select zero to remove Latest Activity entirely, although you can still see the Edit button if you want to change the settings again later. Click **Save**.

Edit Blog Display. Your blog can also take up a lot of space on the page, so you might want to set the blog display on the Profile page to show titles only. You can also change the number of blog post titles which are displayed - or even set it to zero. Just click on the **Edit** button, choose your settings, and click **Save** when you are done. If you do not display your blog on the Profile page, people can still access your blog by clicking on the **Blog** button at the top of the page or by clicking on a direct link to your blog.

TextBox. You may have a Textbox somewhere on the page that you can use to add all kinds of materials - dynamic widgets, embedded YouTube videos, list of links, images, text, whatever you want. To add to or edit the contents of the Textbox, click on the **Edit** button.
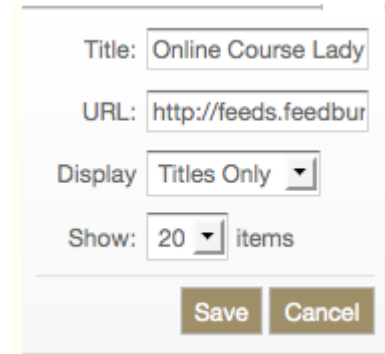
Drag and drop. Although there are some limitations on where you can drag and drop the different modules on your page, you probably have at least some ability to move things around. To see what is possible, just hover your mouse at the left-hand corner of the label on any of the modules. When you see the directional cursor appear, that means the box can be moved. Click with your

left mouse button to activate a larger version of the directional icon, and use it to drag the box (now outlined) to the location you want on the page.

RSS Feed. You can have a box on the page where you can add an RSS Feed, pulling in content from your own blog, or from some other blog or news source that has an RSS feed. When you click on **Edit**, the RSS Feed box will open, allowing you to enter the name of the feed, the feed address, along with some options for configuring just how much of the feed is displayed. Don't forget to hit the **Save** button when you are done.

Title:	Online Course Lady
URL:	http://feeds.feedbur
Display	Titles Only
Show:	20 items

Save Cancel

IMPORT MEDIA:

PHOTOS

Grace Network users have the ability to import, embed, comment on and create players for photo slideshows and video files. These capabilities include:

- The ability to upload photos and video from your computer, mobile phone, Flicker account, or any video sharing service on the web
- The ability to share, tag, comment on, rate and select favorites among network videos and photos
- The ability to create photo albums, flash slideshows and flash video players
- The ability to view all videos and photos across the social network

If you have favorite photos in your Picasa albums that you would like to add to this site it is easy.

Click on the **Photos** menu item and choose **Add Photos**.

The main box is a **Bulk Uploader** or you can choose the link for **Simple Uploader** to browse for photos individually.

You can then browse for each photo individually in Picasa, click to select it, and click to upload it. When you are done adding photos a box will appear for you to allow you to optionally enter the photo's title, description, and keyword tags. When you're done, click **Save**.

Your photos will appear as part of the Photos shared on the site.

SLIDESHOWS

If your photo slideshows are in a Picasa Web Album select that web album by clicking **Slideshows** in the upper left of the Picasa web album page.

On the right hand side you'll see a place that says **Share** and **Embed**. Click to get the "embed code." In the page that opens up choose a size for the slideshow. Medium is a good choice. Below you'll see some code appear. Click on it and copy it.
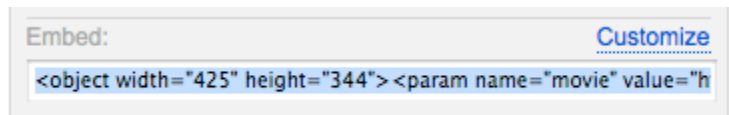
Go to the box on this website under **Videos** where you can paste in the embed code. Fill out the optional title, description, and keyword tags. Click **Save**.
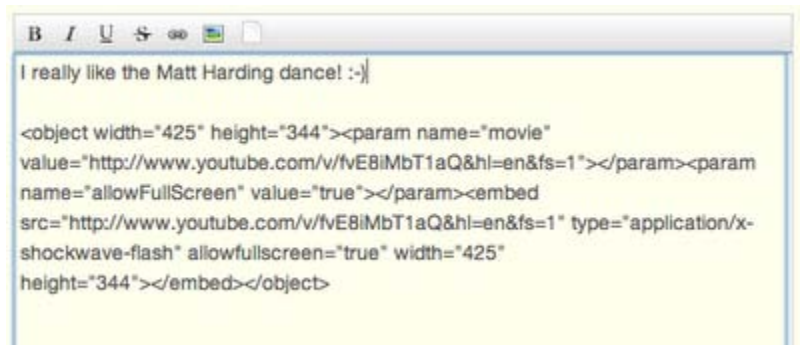
VIDEO

There are several ways to add your video to the site.

When you click on **Videos** and **Add Videos** you'll see that you can add a video from Google or YouTube. You can also browse for a video file on your computer and click to select it.

To add a YouTube video, you will need to copy the "embed code" from the YouTube video page (or you can copy it from the YouTube video itself).

Embed: Customize

`<object width="425" height="344"><param name="movie" value="h`

So, go ahead and type whatever text you want in your text box, then position the cursor where you want the YouTube video to go, click on the HTML tab, then paste in the embed code:

To see the results, just click **Save**!

You can edit the contents of the box as often as you want, making changes or additions any time!

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I really like the Matt Harding dance! :-)

`<object width="425" height="344"><param name="movie" value="http://www.youtube.com/v/fvE8iMbT1aQ&hl=en&fs=1"></param><param name="allowFullScreen" value="true"></param><embed src="http://www.youtube.com/v/fvE8iMbT1aQ&hl=en&fs=1" type="application/x-shockwave-flash" allowfullscreen="true" width="425" height="344"></embed></object>`

BLOGS

Blogs are a great way of keeping members coming back to the network. As users share their thoughts and build their presence within the community, so their commitment to contributing to it steadily grows. Our blogs allow users to:

- Create blog posts with photos, files and formatting

- Moderate any comments they receive, and manage existing blog posts should they need editing or changing after publication

- Save draft files and publish their posts in the future

What is BLOGGING? ...or, what do I write about in my Blog...

Almost anything, about anything....here are some ideas.

- Introduce yourself to the members of the site - tell a little about yourself.

- Upload photos/images by clicking the camera icon on the My Blog menu. Describe the photos, who, what, where, etc.

- Write an update about recent events. Perhaps you took a trip, planted a new garden, celebrated a birthday.

- Start a series of articles about how to do something. It could be about how to use a certain brand of digital camera that you have or something else that is a skill.

- Write about interesting or useful websites you have found. Click the "chain link" icon in the My Blog menu to add a hyperlink. Highlight the text, click the icon, enter the address of the website and click Save.

- Write about what you use your computer to do. Then others on the website can join in and add comments or questions.

The list is endless. Some people write in an informal, conversational manner and others write in a formal business manner.
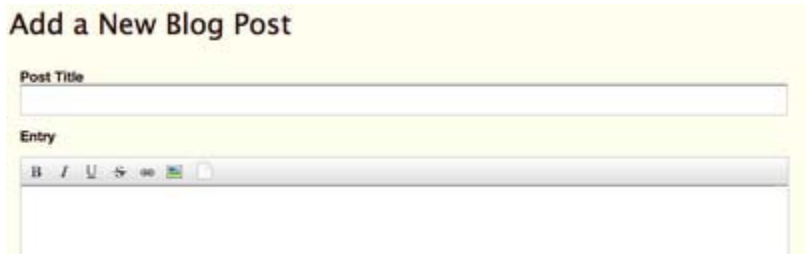
ADDING A BLOG POST

When you join a Grace Network, you get a blog to go with that community. Here is some information about how to start using your blog!

Your first blog post. To access your

| Main | Invite | **My Page** | Members | Forum |

My Page   My Friends   My Blog   Invite Friends

My Blog

Add Blog Post

You haven't written any blog posts yet.

+ Add Blog Post

blog, just click on the My Page tab, and you will see the link to My Blog on the line just below it. Click on My Blog, and you will be prompted to create your first blog post. To add your first post, just click on the **Add Blog Post**

Add a New Blog Post

Post Title

Entry

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link. (After you have added your first blog post, you will see the Add Blog Post link on the right-hand side of the screen.)

Creating a blog post. You will need to give your blog post a **title**, and then type the **content** of the post into the text box.

This is not a WYSIWYG editor ("What You See Is What You Get"); this is an actual HTML editor. Don't worry if the content in the box looks a little strange - what you are seeing is the specific HTML code that determines exactly how your blog post will display and function.

Save / Preview / Publish. When you are done typing your post, use the buttons at the bottom of the screen to either **Save** it as a draft (so you can come back and work on it some more before publishing it) or **Publish** the post. You can also choose to **Preview** the post. If you choose **Preview**, you will be able to see just what the formatting of your post will look like. The links should display correctly, and you will be able to see the images. After you have seen what the post looks like in Preview, use the buttons at the top of the screen to go **Back** and do more editing, or to **Publish** the post. Don't worry if you Publish something and decide you need to change it; it's easy to open a blog post and edit it some more after it is published!

Managing your Blog. To get to your blog, click on the **My Page** link on the navigation bar, and then click on the **My Blog** link which you see below it.

On the right, you will see the **Add New Blog Post** link. On the left, you will see the opening sentences of your most recent blog posts, in order. Open the actual post by clicking on the Title of the post, or click on the **Continue** link:

Once you've opened the blog post, you will see your **Admin Options** to the right of the post.
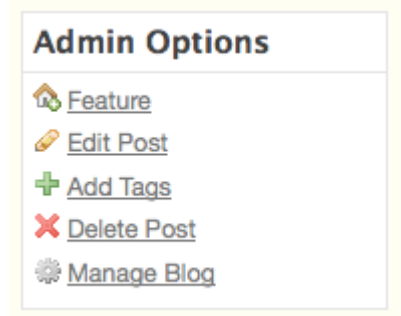
You can **Edit** the post, or you can choose to **Delete** the post (be careful: if you delete a post, it cannot be retrieved). If you click on

Admin Options

🔖 Feature
✏ Edit Post
➕ Add Tags
❌ Delete Post
⚙ Manage Blog

Manage Blog, you will see a listing of ALL your blog posts, with editing options for each one.

<u>**ADDING AN IMAGE TO A BLOG POST**</u>

When you include an image in a Blog post, you have two choices.

- **Upload the image**. If the image is on your computer and not already online, or if the image is too large, upload the image.
- **Insert an online image.** If the image is online and is already a good size (not more than 600 pixels in width), you can select this option, using the online version of the image.
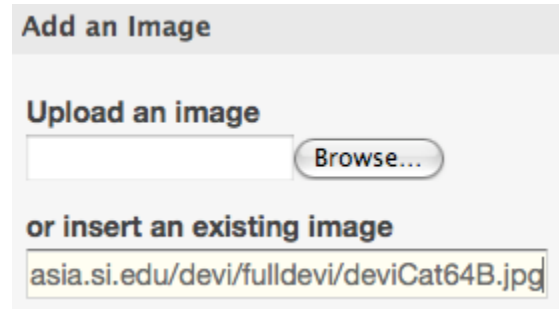
Here is how the each option works:

Upload the image. Position your cursor where you want the image to appear in your blog post, and click on the Image icon (**small camera**). A window will pop up that will allow you to upload the file from your computer.
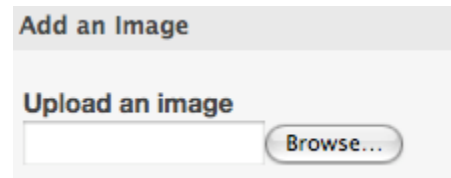
You can click on **Options** to generate a smaller version of the image if it is too large (400 pixels is a good size), or to have a full-size version of the window open in a separate window.
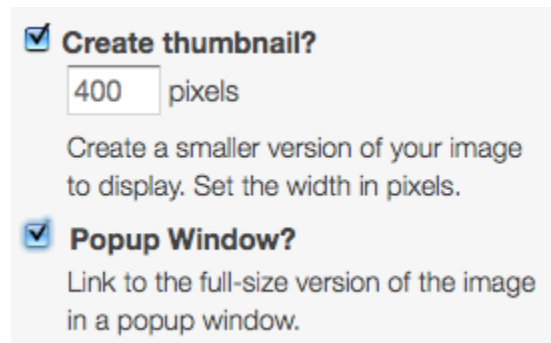
When you are ready, click the **Add** button. HTML code will be inserted into your post.

Insert an online image. In order to include the online image in your blog post, you need the address of the image online. In your browser, right mouse-click on the image, and select "Copy Image Location" to get the address of the image.

If you want to view the image size, right-mouse click on the image and select "Properties" (instead of "Copy Image Location"):
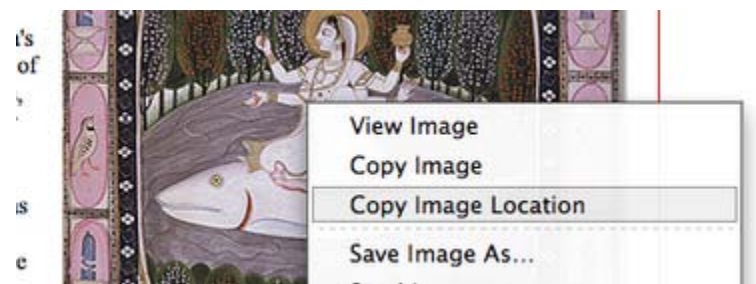
Using the image location, insert the image into your blog post. Position the cursor where you want the image to appear, and click on the Image icon (**small camera**). This will cause a popup window to open, where you will paste in the image address.

Remember to include the http: part of the address. You will then see the HTML code inserted into your blog post. If you want to change the alignment of the image, just type "center" where you see the word "left" in the HTML code.

To make sure the image is displaying correctly, use the **Preview** button at the bottom of the screen.

When you add images to your posts, you should also remember to include Image Information: that is, a caption for the image (a title, or other description of the image), along with a link to the webpage where you found the image.

ADD A LINK TO A BLOG POST

The process of adding a link to a Ning blog post is a two-step process.

Step 1: Link text. First, you have to type your link text - the text that the reader will see and click on:

For example: "University of Oklahoma"

Step 2: Link address. You should have a browser window open, where you can see the webpage address in the browser bar. You need to highlight and copy the address from the browser bar.

After you have copied the webpage address, come back to your blog post and highlight the link text you have type, and click the **Link** button ("chain-link").

This will cause a pop-up window to open, where you can paste in the address. Make sure you include the http: part of the address - and be careful that you do not accidentally end up with http: twice. When you are done, click **Okay**.
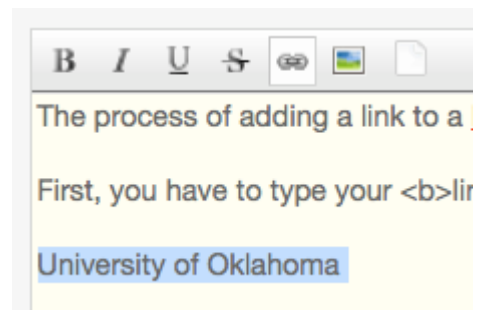
You should now see the HTML link tag wrapped around your text:

Preview your link. To check and

University of Oklahoma

make sure the link is working, click on Preview at the bottom of the page. You will have the option of publishing your post as is, or going back to do some more editing.

VERY IMPORTANT: If you are going to test the link, make sure you RIGHT-MOUSE click the link, and

University of Oklahoma

Open Link in New Window

Open Link in New Tab

Link address. Then, y

open it in a new window. Otherwise, you run the risk of losing your blog post!
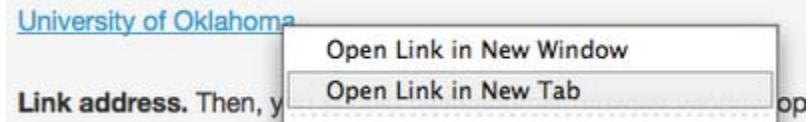
In general, it's a good idea to get used to testing links with the right-mouse, so that they open in a new tab or in a new window. That way, you won't accidentally lose something important.

FORMATTING A BLOG POST

The Blog editor is not a WYSIWYG editor; instead, it is a direct HTML editor. This may take a little bit of getting used to... but it also means you may learn something about HTML.

When you see what you have typed in the Blog box, you have various formatting options. The bold and italic options are the ones you are most likely going to use; there is also the option to underline text, or to use strike-through characters.
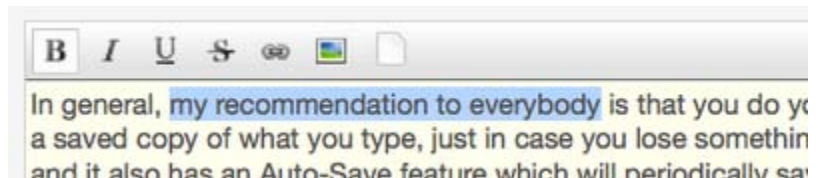
Formatting text with bold. To use one of these options, just highlight the text you want to format, and then click on the

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In general, my recommendation to everybody is that you do yo
a saved copy of what you type, just in case you lose somethin
and it also has an Auto-Save feature which will periodically sa

appropriate button, **B** for bold, **I** for italics, etc.

After you click, you will see the actual HTML codes inserted into the text. HTML codes are contained in brackets ("<" and

B I U S ∞ 🖼

In general, my recommendation to everybody is that
give you a saved copy of what you type, just in case you lose
button, and it also has an Auto-Save feature which will period

">") At the beginning of the formatting there is an open tag, and at the end of the formatting there is a close tag, indicated by a forward slash ("/").
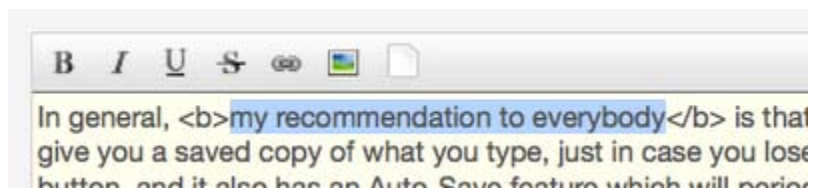
All the insertion of HTML code is done for you automatically - you don't have to type any code.

Using multiple formats, for example: formatting text with ***bold italic:*** If you want something to be in bold AND in italics, highlight the text and click the **Bold** button, and then, while the text is still highlighted, click the **Italics** button.

Preview the formatting. To see the effects of the code, you need to click the **Preview** button down at the bottom of the page. When you Preview your post, you will see the results of the formatting.

Once you're satisfied with the results, click **Publish**. If the post does not look right to you, just click **Back** to continue editing.

Remove formatting. To remove the bold and italics formatting, delete the HTML tags - make sure you remove the entire tag at each end, including the brackets ("<" and ">").

DISCUSSION FORUMS

Discussion forums usually play an important role in cementing social networks - this is where the majority of social interaction tends to take place, with discussions on topics relevant to your network. Our networks featuring discussion forums allow users to:

- Start a discussion at any point, and add tags to it

- Add discussion posts to existing discussions

- Click through to the personal profiles of anyone engaged in a discussion, to find out more about who they are talking to

- View all discussions taking place across your network

The Discussions Forum is a place for online discussion where you can add a comment, ask a question, or answer someone else's question.

Ask "How do I" questions - then anyone who checks the Forum can answer.

When you add a discussion note you'll see the **Post** box where you type in your note. Below that is a **Category** box. Click the arrow and look at the categories for discussions to choose one.

RSS Feeds

RSS is a way to get content from another blog or website to appear on your own webpage. In your Grace Networks Profile page, you can have an RSS box, where you can add an RSS feed. Here's how:

First, get the address of a feed that you want to include. Almost any blog has a feed, as do many online news sources and other content-intensive websites.
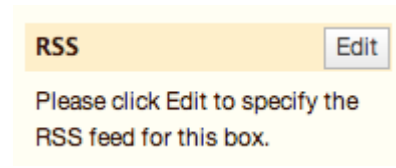
Then, go to the RSS box in your **My Page Profile** and click on **Edit**:

You will then be given the option to supply a **title** for the box, together with the **feed address**. You need to decide if you just want the titles to appear (that's usually best) or if you want the entire content of the feed to be displayed. You also give to pick the number of items to display.
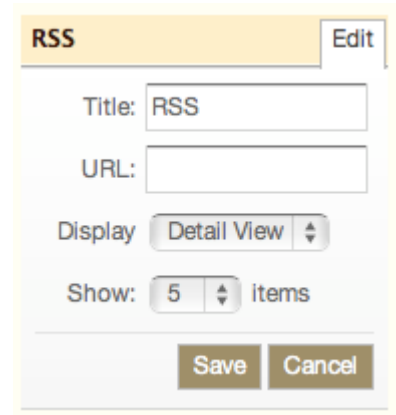
If you are displaying just the titles, you can choose a large number; if you are displaying the detailed content, you should choose a small number. When you are done, click on **Save**.

That's it! The content will refresh automatically - you don't have to do anything. If you want to change to a different feed, you can click on Edit to enter new information.

Want more than one feed? You can use **YahooPipes** to create a combined feed, and then enter the combined feed here.
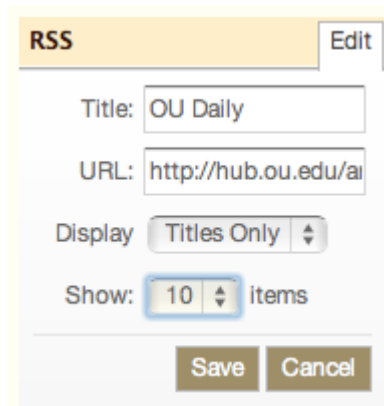
HELP

1- You can send an email with your question to oz@gracehere.org.   I'll be glad to help.

2- In the lower portion of the screen you'll see a ribbon bar that says "Chat" and near it there will be a notation that says how many people are online at this time. If there is more than one person online at the website, meaning there is someone else in addition to yourself, you can start a live chat.

3- You can also put the question to your network's Discussion Forum.

4- Video tutorials (courtesy of Kristi Gott and easytechonline.com)
   - How to Add Video   http://www.youtube.com/watch?v=cy6fTjGnggg
   - How to Use the Discussion Forums http://www.youtube.com/watch?v=mSJzCuK0yLM
   - How to Use My Page   http://www.youtube.com/watch?v=mSJzCuK0yLM
   - How to View Photos   http://www.youtube.com/watch?v=0In_onyXa3g
   - How to Upload Photos   http://www.youtube.com/watch?v=u__c-b4bi2k
   - How to Add Photos to your Blog   http://www.youtube.com/watch?v=O1ZOFjg3mXk
   - How to Use Chat   http://www.youtube.com/watch?v=zik8JProORM
   - How to Read Blogs   http://www.youtube.com/watch?v=6L4IJyhAI00
   - How to Write/Post a Blog   http://www.youtube.com/watch?v=ZG_JiCElEME